

**AIR NATIONAL GUARD**  
**INTERMEDIATE DEVELOPMENTAL EDUCATION, SENIOR DEVELOPMENTAL**  
**EDUCATION, AND ADVANCED STUDIES GROUP**  
**APPLICATION ANNOUNCEMENT**  
**FOR**  
**ACADEMIC YEAR (AY) 2015-2016**



**MESSAGE CONTENTS:**

	<b>TOPIC</b>	<b>PAGE</b>
1.	General Information	1
2.	Application Deadline	2
3.	Authority	2
4.	Eligibility Criteria	3
5.	Application Package Requirements	4
6.	Submission Process	6
7.	Selection/Announcement Process	8
8.	Acceptance/Deferral/Declination/Withdrawal Procedures	8
9.	Additional Information	9

**1. GENERAL INFORMATION:**

Developmental Education is a deliberate and vital element in preparing officers for future leadership roles in the National Guard. Adjutants General and Wing Commanders play pivotal roles in the nomination process. Nominees should be officers who clearly demonstrate the potential to serve in key positions within the National Guard.

Selection to an IDE/SDE/ASG school or fellowship assignment is an extremely competitive process. All application packages are evaluated by an Officer Developmental Education Panel. The panel carefully considers an applicant's demonstrated grasp of the Air Force Institutional Competencies, the strength of leadership's endorsement, the applicant's experiences, and the capacity of the member to serve in leadership positions at wing, state, and national levels.

IDE/SDE/ASG assignments are resident opportunities at Air Force and sister service schools, as well as fellowships at educational, government, and business institutions. Attendance is a PCS assignment. Programs generally begin between May-August of 2015, lasting through May-July of 2016. Completion of any of the listed IDE or SDE schools and fellowships satisfy Air Force PME requirements for promotion. Some schools do not award resident PME credit and will require the completion of the appropriate level of DE through distance learning. Not all schools award Joint PME educational credit, and/or award a Master's degree. The table below provides a brief snapshot of this information. Applicants and their senior leaders should review the

attached School Comparison Listing to consider the appropriate school/program for the applicant to attend.

Level	Course	Resident Credit	JPME Credit	Master's Degree
<b>IDE</b>	Air Command and Staff College	Yes	I	Yes
	Army Command and General Staff Coll	Yes	I	Yes
	Advanced School of Air Mobility	w/ ACSC DL	w/ ACSC DL	Yes
	Air Force Congress/Leg Fellowship	w/ ACSC DL	w/ ACSC DL	No
	Marine Corps Command and Staff Coll	Yes	I	Yes
	National Intelligence University	w/ ACSC DL	I Optional	Yes
	Naval Command and Staff College	Yes	I	Yes
<b>ASG</b>	School of Advanced Air/Space Studies	No	No	Yes
<b>SDE</b>	Air War College	Yes	II	Yes
	Army War College	Yes	II	Yes
	Eisenhower School	Yes	II	Yes
	Inter-American Defense College	w/ AWC DL	No	Optional
	National Security Fellowship-Harvard	w/ AWC DL	No	No
	National War College	Yes	II	Yes
	Naval War College	Yes	II	Yes
	Secretary of Defense Corporate Fellowship	w/ AWC DL	No	No

### IMPORTANT NOTES:

**This announcement is intended for use by field applicants. NGB/HRT will provide instructions separately for statutory tour members whom the ANGRC Force Development Council determines to be eligible to apply for DE opportunities.** Statutory tour members that the ANGRC Force Development Council did not identify as eligible to apply for DE opportunities may use this announcement and apply as a member of their affiliated state. If selected in this manner, the statutory tour member will be required to resign from the statutory tour program to attend.

IDE/SDE/ASG selection is a tremendous honor, opportunity, and investment for the Air National Guard and our members. The Director, ANG is the final approval authority for selection and placement. Selection takes precedence over voluntary deployments or other potentially conflicting activities. Only members that present significant humanitarian or mission-impacting concerns outside their control will be considered for a non-prejudicial deferral or declination. The condition must not have existed at the time of application.

**AGR members attending IDE/SDE/ASG programs will remain in their AGR billet; no additional AGR resources will be provided to accommodate their backfill.**

**Attending members remain limited to regular 60-day accrued leave requirement;** inability to use leave while attending school/fellowship does not obviate this Air Force requirement.

## 2. APPLICATION DEADLINE:

Route completed applications to NGB/HRT through AMRDEC no later than **15 Oct 2014**.

## 3. AUTHORITY:

A. CJCSI 1800.01D, *Officer Professional Military Education Policy*, Ch1, dtd 15 Dec 2011

B. AFI 36-2301, *Developmental Education*, dtd 16 July 2010

C. AFI 36-2905, *Fitness Program*, dtd 1 Jan 2010 and subsequent guidance

#### 4. ELIGIBILITY CRITERIA:

- **IDE Eligibility:** The grade of Major, or Captain who has met a promotion board to Major, and has been or will be federally recognized and promoted by the course start date (CSD). Applicants must have less than 16 years total commissioned service as of 1 June 2015.

\* ANG Congressional Fellowship: IDE applicants who identify interest in the fellowship program and are recommended by the Officer Developmental Education Panel will be considered. Candidates should possess the interpersonal and verbal communication skills necessary to succeed in this demanding role. NGB/LL may conduct additional screening and request personal interviews of these candidates. Fellows serve in the program for approximately 15 months and are highly encouraged to complete a minimum one-year statutory tour upon completion of the Congressional fellowship. NGB/HR will contact the fellows to discuss follow-on statutory tour opportunities.

\* IDE applicants who are interested in a follow-on opportunity to attend the School of Advanced Air and Space Studies (SAAS/ASG) in the 2016-2017 academic year should check the appropriate box on the application form. Those IDE applicants that are selected and complete IDE and have identified this desire will then be considered by the 2016-2017 Officer Developmental Education Panel to attend SAASS. An updated application package will be required at that time.

- **SDE Eligibility:** The grade of Colonel, Lieutenant Colonel or Major who has met a promotion board to Lieutenant Colonel, and who has been or will be federally recognized and promoted by the course start date (CSD). Applicants must have less than 25 years total commissioned service as of 1 June 2015. Most resident SDE programs provide JPME II credit; therefore, applicants must have previously completed an IDE school which awarded JPME I credit. These include Air Command and Staff College (ACSC), Army command and General Staff College (CGSC), Marine Corps Command and Staff College (MCCSC), or Naval Command and Staff College (NCSC).
- **ASG:** The School of Advanced Air and Space Science (SAASS) is an ASG program. This course is not considered IDE or SDE so ASG graduates will not receive SDE credit. ASG Eligibility Criteria:
  - Possess a Master's degree from an accredited institution or have an undergraduate degree with a GPA 2.75 or higher.
  - Less than 16 years total commissioned service as of 1 June 2015. Under exceptional circumstances this requirements may be waived. Applicants will be required to write an essay. The essay subject may change from year to year.
  - ASG attendees are highly encouraged to complete a minimum one-year statutory tour upon completion of the ASG/SAASS program. NGB/HR will contact the students to discuss follow-on statutory tour opportunities.

- **NIU Eligibility:** Members who would like to be considered for the National Intelligence University must have a Master Degree and will have also submit a package to NIU for admission into the school.

**5. APPLICATION PACKAGE REQUIREMENTS: A complete application package must include the following items, in the order specified.**

(a) **Application Worksheet:** Complete all required fields. Applicants should indicate their preference, in rank order, of the programs available, using ALL of the choice blocks available. Each available program must be identified in the “PRIORITY” column with the applicant’s rank order precedence for that program. For CGSC candidates, indicate in the “SPECIAL REQUEST” column the CGSC session of choice. **Please note that you will not be guaranteed your school of choice. When applying for DE opportunities you are agreeing to accept and attend any school which you are offered. The Officer Developmental Education Panel will place members in the program that best meets the needs of the ANG.**

(b) **Applicant Letter of Intent:** (limited to two pages times new roman 12 font). Address the letter to “Officer Developmental Education Panel”. In the letter address how your experience illustrates or demonstrates the Air Force Institutional Competencies. These competencies are outlined in AFDD 1-1, *Leadership and Force Development*, dated 8 Nov 2011. The following is a brief synopsis of the 3 major competencies.

1. Personal Competencies – Institutional competencies leaders need in face-to-face and interpersonal relationships that directly influence human behavior and values. These include ethical leadership, followership, warrior ethos, self-development, and communication.

2. People/Team Competencies – These competencies, when combined with the personal competencies, are essential for leading larger groups or organizations. Leaders will use these competencies to set the organizational climate. They include leading people, developing and inspiring, diversity, collaborative relationships, and negotiation.

3. Organizational Competencies – These competencies are applicable at all levels of the Air Force, but most in demand at the strategic level. Strategic leaders will apply organizational competencies to establish structure and articulate strategic vision. These include technical competence on force structure and integration; unified, joint, multinational, and interagency operations, resource allocation, and management of complex systems.

(c) **Wing Commander’s (or Equivalent) Letter of Nomination:** The nomination letter will be limited to one page in length, address the letter to “Officer Developmental Education Panel”. The nomination letter may include, but is not limited to:

- The member’s accomplishments
- Why the applicant should be selected for the school/fellowship of choice(s)

- Outstanding achievement(s) that exemplify the applicant's performance
- Strategic benefits to the Air National Guard of the applicant's attendance
- Future positions and roles within the organization to which the applicant may potentially be assigned
- How attendance at the school or fellowship will enhance skills and career goals

**(d) TAG Endorsement/Stratification:**

Applicants must submit a TAG endorsement letter. This endorsement is a vital component in the overall evaluation of an applicant's package. Statements about the appropriateness of the applicant's desired course(s) as well as the wing or state leadership's future development plans for the member are highly encouraged. Along with supporting statements, the endorsement must include the statement:

*"The individual will be maintained in a valid UMD position until the completion of the three year service commitment required after graduation."*

**Submission of two or more applicants in any DE level (IDE, SDE, or ASG) requires the state leadership to stratify the applicants.** A stratification letter must be submitted separately to the Officer Developmental Education Panel. It is not part of the applicant's package. The letter will rank the applicants in merit order and explain the state's position regarding each applicant. Please include the TAG's contact information in the event the panel president needs to call during the Panel process. The stratification letter should be emailed to [ang.forcedevelopment@ang.af.mil](mailto:ang.forcedevelopment@ang.af.mil).

**NOTE: Do not include other endorsements and/or letters of recommendation. If included they will be removed from consideration.**

**(e) Combination (military/civilian) Resume:** It is imperative applicants submit a resume that contains both military and civilian experience and education. The resume cannot exceed 3 pages.

**(f) Officer Performance Reports (OPRs):** IDE and ASG applicants submit the last three (3) required OPRs as of 1 June 2014. SDE applicants submit **ALL** OPRs as of 1 June 2014. Submit documentation for any gaps between OPRs or pending reports awaiting closeout. The OPRs must be in descending order with the most current on top. Applicants may obtain their OPRs through the Air Force portal utilizing Personnel Records Display (PRDA).

**(g) vMPF Record Review/Update (Print all pages):** It is incumbent upon each applicant to ensure their personnel information is correct in vMPF, as this information is reviewed by the panel. Submit the entire vMPF (not last page only); all areas of the report are required for the review process. The Record Review/Update is available through virtual MPF on the Air Force portal.

**(h) Current Fitness Assessment:** Must reflect a current, passing score as of the date of application. Selected candidates will be required to provide an updated fitness certificate prior to course start date, as necessary.

**(i) AF Form 422-Notice of AF Member's Qualification Status, with no restrictions:** World-Wide Qualified (WWQ) is required for use of active duty days provided by NGB through the Training Line Number process. Applicants must provide current WWQ

documentation (AF Form 422) with their application package, and may be required to provide an updated copy prior to course start date. Applicants may obtain this documentation by contacting the local/servicing Medical Group or Squadron.

(j) **Service Agreement:** Attendance incurs a three year service commitment from graduation IAW ANGI 36-2301, *Professional Military Education*, Table 1, Note 2. Applicants will complete and submit form NGB 1212, 20090909 version and indicate agreement to be retained if selected.

(k) **Security Clearance:** Letter of verification from Unit Security Manager (Do not submit copy of JCAVS document).

(l) **Joint Officer History (JOH)** – A printed summary from the Joint Qualification System (JQS) (CAC only) located at:

<https://pki.dmdc.osd.mil/appj/jqs/consent?continueToUrl=%2Fappj%2Fjqs%2Finit.do>

Applicants should ensure prior to submission that this document correctly indicates their joint experience and education. SDE candidates should have JPME I indicated as complete.

(m) **ASG Applicants Only:** Applicants must complete a School of Advanced Air Space Studies (SAASS) Application. This application is separate from the IDE/SDE/ASG application. Questions regarding SAASS/ASG and the application essay should be directed to SAASS ANG POC at (334) 953-5310, DSN 493-5310.

## **6. SUBMISSION PROCESS:**

A. Electronically load completed application package in ONE PDF document in the same order as on the application worksheet to AMRDEC at <https://safe.amrdec.army.mil/safe2/> no later than **(NLT) 15 Oct 2014**. AMRDEC is an Army File Exchange Website used often to send encrypted files or those larger than may be efficiently sent through email systems. It permits users to securely upload files, such as application packages, and send an email to the intended recipient advising them that a file or package has been loaded for their access and providing them a link to access the file. Only the posting member and the owner of the identified email address can obtain access.

B. When submitting a package to AMRDEC, please use the following email address in the “Recipient Information” section. This will provide NGB/HRT access to your file:  
[ang.forcedevlopment@ang.af.mil](mailto:ang.forcedevlopment@ang.af.mil).

**NOTE:** Prior to submitting verify the e-mail above is accurately entered in AMRDEC. Only packages received through AMRDEC to the e-mail address above will be accepted.

C. Please use the following naming structure for your application submission as well as the file description:

“2015-508 – IDEASGSDE Last Name, First Name, Rank – State Abbreviation”

*Example:* 2015-508 - IDEASGSDE Doe, John, LtCol – MI



- D.** Applications must be submitted to AMRDEC and be available to NGB/HRT no later than the closeout date.
- E.** Applications must be complete upon initial receipt, in one (1) single PDF package. Please do not upload multiple packages together. Each package must be uploaded individually through AMRDEC.
- F.** Packages not received as a one (1) single PDF file will be returned without review.
- G.** Incomplete packages (packages not meeting mandatory criteria or packages received after the close out date as indicated above) will NOT be considered.
- H.** Applications submitted on the close out date will be reviewed for qualification or disqualification only. Please ensure you review your application thoroughly.
- I.** Applicants will receive a confirmation from AMRDEC when their package is downloaded by NGB/HRT. This will serve as confirmation that your package has been received for processing. Upon review, NGB/HRT will notify candidates whose application is **not complete** via the email addresses supplied on the application. Those candidates will have until the suspense specified by NGB/HRT to provide the documentation necessary to complete their package. Failure to submit corrections prior to suspense date will result in the package being returned without action.

**IMPORTANT NOTE:** The responsibility to provide and ensure receipt of a complete application by the required deadline rests **solely with the applicant**, even if the application package is forwarded to NGB/HRT by another individual on the applicant's behalf. **A complete package will consist of** the required/specified documents, the appropriate level of endorsement(s) as required, assembled in one (1) single PDF file, sent to the AMRDEC site specified, and received by the application suspense date deadline. **Packages missing any required documents or failing to meet the submission requirements specified will not be considered.** NGB/HRT highly recommends that organizations or unit members submitting applications on behalf of their members provide those members a courtesy copy of the final submission.

Processing of application packages within a member's organization should adhere to any specific guidance established by the local organization (unit, wing, state, directorate, etc.). Check with local authorities for their approval process and any internal suspense date.

## 7. SELECTION/ANNOUNCEMENT PROCESS:

- A. The Officer Developmental Education Panel will convene in the first quarter of FY 2015 to develop a merit listing of candidates for recommendation to the Director, Air National Guard.
- B. The Director, Air National Guard, on acceptance of the panel recommendations, will announce the alphabetized list of selectees and alternates, by email, to the Adjutants General and ANGRC/CC.
- C. ANGRC/CC will further disseminate the Selection Announcement to the state and territory Wing Commanders, Directors of Staff, and ANGRC A-Staff Directors.
- D. NGB/HRT will provide a Selection Notification Letter to each selectee and alternate.

## 8. ACCEPTANCE/DEFERRAL/DECLINATION/WITHDRAWAL PROCEDURES:

- A. Selectees must provide NGB/HRT written notice of their acceptance, or a request for deferral, declination, or withdrawal within 30 days of receipt of the Selection Notification Letter.
  - 1. **Acceptance** – Selectee must send confirmation of acceptance via e-mail to NGB/HRT at [ang.forceddevelopment@ang.af.mil](mailto:ang.forceddevelopment@ang.af.mil).
  - 2. **Deferral** – Primary candidates, who are unable to attend the selected program due to significant mission essential or humanitarian reasons, may request a deferral. Approved deferral requests will automatically hold a seat for the individual the following academic year (AY 2016/2017) *at the school for which the member was originally selected. Failure to obtain approval of a deferral request will result in a declination. (See below.)*
  - 3. **Declination** – An officer selected as a primary candidate that is unable to attend the selected program due to mission essential or humanitarian reasons may request to decline the opportunity. Those with an approved declination may reapply after a one-year break. For example, a primary candidate selected through this announcement for the 2015-16 academic years, which requests and receives an approved declination, may not apply for the 2016-17 year. They may reapply for the 2017-18 year. *Failure to obtain an approved declination will result in a “with prejudice” declination and render the member ineligible to reapply for resident developmental education at the same level in the future.*
  - 4. **Withdrawal** – An officer selected as an alternate who, prior to being named as a primary candidate that is unable to attend may request withdrawal from further consideration without prejudice.
- B. Acceptance or requests for deferral, declination, or withdrawal should be routed to [ang.forceddevelopment@ang.af.mil](mailto:ang.forceddevelopment@ang.af.mil). Emails with official signature blocks will be accepted. Requests for deferral or declinations received by NGB/HRT without proper endorsements will be returned to the state without action.
- C. The information above regarding the deferral and declination process is being provided only to inform potential applicants in advance of the rules regarding deferral and declination options. Complete and specific instructions for requesting a deferral or declination will be provided selectees in their Selection Notification Letter.



**9. ADDITIONAL INFORMATION:**

**A.** We encourage supervisors and commanders at all levels to review their officer force and target qualified members for IDE/SDE/ASG attendance.

**B.** Package Order

1. Application form
2. Letter of Intent
3. Wing Commander or Equivalent Letter
4. TAG or Equivalent Letter
5. Resume
6. OPRs in order with the most current OPR first and the oldest OPR last.
7. vMPF printout
8. Fitness Assessment
9. AF Form 422
10. Service Agreement
11. Security Clearance Verification
12. Joint Officer History
13. SAASS Application for ASG or GRE for NIU

**C.** Questions regarding this message should be sent to [ang.forceddevelopment@ang.af.mil](mailto:ang.forceddevelopment@ang.af.mil). Points of Contact are MSgt Elizabeth Shapiro (Primary), DSN 612-8676, Comm (240) 612-8676, or MSgt Lisa Happ, DSN 612-7097, Comm (240) 612-7097.